**Appendix 2: KPI’s for each project**

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| **Quarterly KPI Report** |

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| **Service Name** |  |
| **Date** |  |
| **Monitoring Period** |  |

**Please complete each section below:**

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| **Key Project Set-Up Within first 6 months of the project.** | **Provide relevant evidence of:**   * Recruitment of a service coordinator * Development and implementation of a volunteer recruitment and support strategy * Development, implementation and administration of the small grants programme to groups in community and health settings in local areas (building on the disbursement model in Annex 4); * Development and delivery of a train the trainer model to upskill locally identified community volunteers so that they are able to deliver healthy cooking and eating courses in their local community   + demonstrate that sessions cover the components of healthy eating and being more physically active;   + demonstrate the programme is relevant for all cultures and is person centred; |
| **Reach** | * Number of organisations mapped * Number of organisations liaised with * Number of grants awarded and for what specifics * Number of training events delivered * Number of participants in training and their demographics * Number of volunteers / champions recruited   Summary engagement report, actions, organisations and issues. |
| **Implementation** | * Number of activities / supports related to healthy eating, cooking * Number of activities / supports related to growing projects * Number of grants issued, who to, budget   Progress reports and process learning document with lessons learnt / successes |
| **Impact** | Of those who are trained   * Wellbeing – self reported wellbeing improvement; * Increase in knowledge of key healthy eating messages and information regarding healthy eating and healthy lifestyles. * Self-reported skills and confidence improvement   Recipients of the work as a result of the small grants demonstrate   * Confidence - Self-reported increase confidence around healthy eating and cooking skills. * Feel equipped with accessible, available information and material to support healthy eating and growing. * Portion of fruit and vegetables consumed. |
| **Reflections** | Key service highlights this quarter:   * What has gone well and resulted in positive outcomes for the service, what improvements have been implemented? * What is causing challenges within the service? Is this affecting service delivery? Are their associated/identified risks around these challenges? * What has been implemented to mitigate these risks/challenges? * How will this be reviewed and what is the timeline for this? |
| **Annual summary and case study** | **Provide an annual summary of lessons learnt and reflections** to impact on the project going forward.  This will include at least 2 case studies of clients (anonymised). |
| **Budget and grants report** | Project expenditure breakdown on a quarterly basis:   * Staffing * Venues * Management cost * Resources * Marketing * Printing / resource development   Grants disbursement:  How many grants issued, who to, budget?   * Demographics * Record what delivered and how many people engaged * Impacts: measurement of impact. This will evolve as the project develops. |